FRECKENHAM PARISH COUNCIL

Minutes of a Meeting held on 21 March 2016

at Freckenham Village Hall, Fordham Road at 7.30 p.m.

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Present:- Cllrs. DE Wheeler (Chairman), L Barton (Vice Chairman), C Pearson, Mrs S Cornell

In Attendance: Cllr. B Harvey (FHDC), Mrs HA Gurner (Clerk), one member of public

The following documents will be appended to the signed Minutes:-

* Agenda
* The following appendices:

A: Clerk’s Report

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| 1. | Apologies  None received. Cllr. P Gibbs was absent. | Action |
| 2. | Declaration of Interest  None. |  |
| 3. | To receive reports from the Police, County & District Councillors.  Report was received from Cllr. Brian Harvey. Consultation starts for the SHLAA - large plans will be available for viewing at Forest Heath DC from 5 April between 2pm – 5pm. This is for the future assessment of the land. Concern that there are plans for RL15 which is high growth for Red Lodge – been deferred at the moment, but we are now being asked for comments on the consultation from the Parish. Imperative that we submit our comments. Anyone that wants to put land up in the Parish can still do it. New housing society set up by FHDC & St Edmundsbury (Barley Homes). County Council land – need to take notice of this, looking for mixed housing as well as industrial. Mixed family homes – 30% affordable homes within the FH area. County Council owned land is not being looked at in the same way. Comments can be put in until June.  With regards to Mildenhall Airbase update – there are a series of meetings planned.  There was no report from the County Councillor.  There was no Police report. |  |
| 4. | To confirm the minutes of the meetings held on 18 January, 8 February and 22 February 2016 previously circulated.  All meeting minutes were approved and signed by the Chairman. |  |
| 5. | Matters arising from the Minutes.  There are no matters arising. |  |
| 6. | Planning –  6.1. To consider any planning applications:-  (a) DC/16/0382/TCA Trees in a Conservation Area Notification - (i) T1 - Ash - Crown raise by 4 metres, remove Southern most limb (other works - removing dangerous branches. Lane End, North Street, Freckenham. No objections.  6.2. To note applications determined:-  The following decisions have been reached:-  (a) DC/15/2521/TCA The Old Rectory, Church Lane, Freckenham. Trees in a Conservation Area Notification - **Application approved**.  (b) DC/15/2551/VAR Bay Farm, Worlington. Planning Application - variation of condition 3 of planning permission F/2005/0040/FUL (agricultural building for onion storage), amendments to approved plans - **Application approved**.  (c) DC/15/2493/FUL Woodland House, Elms Road, Freckenham. Construction of a stable barn with 7 bays, equine exercise arena and new parking area - **Application approved**.  6.3. Single Issue Review (SIR)  To consider any further details, if received, on the Forest Heath Local plan consultations. Single Issue Review (SIR) of Core Strategy Policy CS7 and Site Allocations Local Plan. Full details on link at <http://westsuffolk.jdi-consult.net/localplan/> Also available for viewing on FHDC’s website at  [www.westsuffolk.gov.uk/fhlocalplan](http://www.westsuffolk.gov.uk/fhlocalplan)  This was discussed further with regards to Cllr Brian Harvey’s comments above. The plans to be looked at by Members after 5 April. | Clerk to send ‘No objections’ |
| 7. | Recreation Ground and other assets:-  7.1. Update on possible grant for hand rail – Cllr. Barton said he has received a quotation for between £320-£380 for a hand rail to go alongside the sloping path from The Street down onto the Recreation Ground - this will be made especially for us. The Clerk to email Natasha Smith (James Waters PA) to request funding of £400 to complete this project and also repair (weld) the self-closing spring on the gate to the children’s play area.  7.2. Update on bags of gravel left on Recreation Ground – Cllr. Barton stated that he will now organise a few people to get this moved. Will put around the trees and keep for future use. | Clerk  Cllr. Barton |
| 8. | SALC:-  8.1. To confirm the dates of the next area meetings as Tuesday 14 June, Tuesday 13 September & Tuesday 6 December 2016, venues to be confirmed.  9.2. To confirm upcoming dates for Councillor training courses & Clerk Networking days. Clerk to send email to Cllr Gibbs stating we must now have a date for him to complete the training. | Clerk |
| 9. | Town & Parish Forum:-  9.1. To confirm date of next meeting as Wednesday 4 May 2016. |  |
| 10. | Financial Matters:-  10.1. Approval was given to the following payments:-  (a) The Clerk’s quarterly salary: £600.00 Cheque no. 804  (b) HMRC – PAYE & NICs: £149.60 Cheque no. 805  (c) The Clerk’s expenses for January & February 2016: £58.74 Cheque 806  (d) The Great Outdoors (Grass cutting for 2015): £556.00 Cheque no 807  (e) SALC – End of Year Accounts Course for the Clerk: £30.00 Cheque no 808  (f) Spoiled cheque no 809  (g) Mrs Ann Wheeler – to cover ‘thank you’ to Rodney Gillington for updating the web-site and still assisting with the banking: £66.00 Cheque no 810  (h) **Tabled on the night** – The Clerk paid for a laptop, printer/scanner and Office 365 from John Lewis which will be covered from the funding we will be receiving under the transparency code (£483.29 ex VAT) - Members approved this at the meeting on 8 February 2016. The money has been confirmed from SALC as being in our account within one week: £539.85 Cheque no 811  10.2. Clerk’s Contract of Employment.  This has now been completed and signed by the Clerk who has kept a copy as well as the Chairman. |  |
| 11. | Working Groups Report:-  11.1. Circular Walk working party. Rights of Way Improvement– Cllr. Barton has no updates on this footpath.  11.2. To confirm that the Risk Assessment was completed by Cllr Sue Cornell and the previous clerk - as mentioned in the Minutes of Meeting held on 18 May 2015.  11.3. The draft Standing Orders (SALC Model - May 2015) were approved and it was **resolved** to adopt these – the main amendment being that the summons can now be emailed to all Members rather than being hand delivered.  11.4. Emergency Plan – Cllr. Pearson has no updates on the Emergency Plan.  11.5. Defibrillator monthly check Report – Cllr. Barton ran through the checks that need doing each month. |  |
| 12. | Annual Parish Meeting  12.1. To confirm the date & time for the Annual Parish Meeting as Wednesday 27 April at 7.30pm  12.2. To consider topics for the Parish Meeting.  It was **resolved** to invite Tim Passmore, Suffolk Police Commissioner and the Chairman agreed to issue the invite. Other topics to include adopting the BT phone box and the Single Issue Review with the usual reports from District & County Councillors. | Cllr. Wheeler |
| 13. | BT Telephone Box Procurement  Cllr. Barton reported that the Planning Application has been submitted, but nothing further has been heard. |  |
| 14. | Clerk’s Report – attached. |  |
| 15. | To update on the Queen’s Official 90th Birthday Celebrations to be held weekend of 11/12 June 2016. Planning meeting to be arranged shortly for people to offer up their ideas for this. Celebration party planned for the Saturday with a special church service planned for the Sunday. We will know more once this planning meeting has taken place. |  |
| 16. | To note correspondence received since last meeting. |  |
| 17. | Urgent Business  Cllr. Sue Cornell mentioned the potholes in Chippenham Road. There is one in particular that is quite big and cracking around the manhole cover. The Chairman said he will contact Highways. | Cllr. Wheeler |
| 18. | To confirm the date and time of next meeting as Monday 16 May 2016 at 7.30pm. |  |

There being no further business, the meeting closed at 9.50pm.

CLERK’S REPORT

*Appendix A*

For Meeting on 21 March 2016

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| 1. | Locality Budget | Any project that could require support from the County Councillor’s or District Councillor’s Locality Budgets in this financial year?  Confirmation letter received from FHDC regarding a grant given to contribute towards the Queen’s 90th celebrations. |
| 2. | Street Light Outages | Any further reports?  Still to receive invoice for the street light in Mildenhall Road damaged in storm in February 2014 which has been replaced. To be paid for by insurance company less the excess (£100). |
| 3. | Garden area in The Street | Still awaiting final update on the shuttering - to be looked at by Suffolk County Council Highways Department. |
| 4. | Recreation Ground | Requested on 9/2/2016 that Graham Sore has a look at the spring on the gate into the children’s area of the Recreation Ground as the gate is not closing properly.  Awaiting an update from Graham |
| 5. | Dog Waste Bin | The extra dog bin on the Recreation Ground (entrance from Chippenham Road) is being emptied weekly by FHDC as are the other dog bins. |
| 6. | Bank Account | Lloyd’s Bank has now officially confirmed that all signatures are correct on the Bank account, including the Clerk. Now awaiting for the online banking confirmation to come through. |
| 7. | Transparency Code funding | Application form for funding of £483.29 completed and sent to SALC on 10/2/2016. No further update as yet. Will purchase laptop and printer / scanner with the money if successful. |